

VACANCY ANNOUNCEMENT

FIELD OFFICER - FAMILY STRENGTHENING

Position title: Field Officer
Working location: SOS Children's Village – Windhoek
Supervisor: Family Strengthening Programme Coordinator

PURPOSE:

Reporting to the Family Strengthening Program Coordinator, the Field Officer is responsible for all the field work, within Family Strengthening Program. He/she ensures that all the families and children are visited on monthly and on a quarterly basis.

KEY RESPONSIBILITIES:

- Assess families for programme participation
- Support Capacity building of families
- Support the implementation of the family development planning process
- Support capacity building of Community Based Organization (CBO)
- Great understanding of networking and partnership
- Monitor the provision of Programme services to beneficiary families
- Assist in Programme planning and Budgeting
- Ability to work with diverse team of Volunteers

JOB REQUIREMENTS:

- Applicants should hold at least Grade 12 certificate
- 2 – 3 years of experience of working with orphans and vulnerable children (OVC), Community Based Organization (CBO) and ability to plan, direct, supervise and coordinate work activities of Volunteers
- Good writing, communication, creative thinking and computer skills.
- Proven ability to interact with people on various levels with exceptional interpersonal skills.
- Driver's license will be advantage
- Strong teambuilding, resource mobilization, leadership and decision - making ability.
- Maintain a high level of integrity and confidentiality
- Experience in basic Counseling and Psychology
- Fluent in English, additional languages are an advantage

Interested persons should send their detailed CVs including present position with three (3) contactable references and supporting documentation to:

Magret Kamati at recruitment.hr@sos-namibia.org, 061-222457

Please note: Only short-listed candidates will be contacted for interview and no documents will be returned.

Police Clearance will be required for shortlisted candidates only.

CV should be only 2 pages.

Closing date: 01 February 2021

“Every child belongs to a family and grows with love, respect and security”

